



## Legislation Details (With Text)

**File #:** 17-1021      **Version:** 2

**Type:** Agenda Item      **Status:** Approved

**File created:** 9/8/2017      **In control:** Board of Supervisors

**On agenda:** 11/7/2017      **Final action:** 11/7/2017

**Title:** Clerk of the Board recommending the Board approve the modifications to Board Policy I-2 - Boards, Commissions and Committees - Minutes of Meetings in support of Strategic Plan Good Governance Goal - Objective 2.2. (Cont. 10/24/17, Item 4)

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. 2A - Revised Draft Policy 11-7-17, 2. A - Current Policy I-2 10-24-17, 3. B - Draft Revised Policy I-2 10-24-17

Date	Ver.	Action By	Action	Result
11/7/2017	2	Board of Supervisors	Approved	Pass
10/24/2017	1	Board of Supervisors	Continued	Pass

Clerk of the Board recommending the Board approve the modifications to Board Policy I-2 - Boards, Commissions and Committees - Minutes of Meetings in support of Strategic Plan Good Governance Goal - Objective 2.2. (Cont. 10/24/17, Item 4)

### DEPARTMENT RECOMMENDATION

The Clerk of the Board makes this recommendation in support of the Strategic Plan Good Governance Goal - Objective 2.2 to update Board policies. Policy I-2 has not been evaluated or updated since its adoption in 1987.

### DISCUSSION / BACKGROUND

As part of Objective 2.2 of the Good Governance Goal in the Board approved Strategic Plan, Board policies are undergoing a review/update process. On December 22, 1987, the Board of Supervisors adopted policy *I-2 - Boards, Commissions and Committees - Minutes of Meetings*. The updates shown in track change format on **Attachment 2B** reflect current terminology and provides more clear expectations for the completion and submittal of meeting minutes to the Board. This policy will also enable the Clerk to track and evaluate the minutes for training and development of county staff who support various committees as well as members thereof.

### ALTERNATIVES

The Board may choose not to approve the recommended changes; direct staff to make additional modifications; or take no action.

### OTHER DEPARTMENT / AGENCY INVOLVEMENT

N/A

### CAO RECOMMENDATION

It is recommended that the Board approve this item.

### **FINANCIAL IMPACT**

There is no direct financial impact to updating this policy.

### **CLERK OF THE BOARD FOLLOW UP ACTIONS**

The Clerk of the Board will update the online Board Policy Manual with the approved changes, notify all department heads and the Chair or staff for applicable boards, committees and commissions.

### **STRATEGIC PLAN COMPONENT**

Good Governance

### **CONTACT**

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Clerk of the Board